



STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

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WV-TAG

17 March 2010

**MEMORANDUM NUMBER 10-05-TAG**  
**(Expires 31 January 2011, unless rescinded sooner)**

MEMORANDUM FOR DISTRIBUTION A

SUBJECT: Policy for Hiring Readiness Noncommissioned Officers (RNCOs) and Training Noncommissioned Officers (TNCOs) in the WVARNG

1. References.

- a. NGR 600-5, The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD).
- b. AR 135-18, The Active Guard Reserve (AGR) Program.
- c. DA Pam 611-21, Military Occupational Classification and Structure.
- d. NGR 600-200, Enlisted Personnel Management.
- e. AR 600-8-19, Enlisted Promotions and Reductions.

2. Background. Unit Readiness Noncommissioned Officers (RNCO) and Training Noncommissioned Officers (TNCOs) occupy the most frontline position for strength and readiness in the WVARNG. Readiness and Training NCOs are daily involved in performance related issues such as Soldier pay, promotions, Soldier school attendance, records maintenance (PERMS), family care plans, IG complaints, medical readiness and readiness reporting. The timely recruiting, hiring, training and mentoring of these personnel are vital to the strength and readiness of the WVARNG.

3. Application. This policy is for hiring RNCOs and TNCOs that will be hired into the WVARNG from a position announcement. This policy does not apply to currently onboard Readiness NCOs or Training NCOs or other AGR Personnel.

4. Procedure. The announcement to advertise Readiness/Training NCO positions will be an open, year-round announcement. A hiring board will held at least bi-annually at WV-JFHQ, 1703 Coonskin Drive, Charleston, WV 25311. Soldiers who are interested must apply to the Human

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Resource Office and meet all the requirements for the position in accordance with the job announcement.

5. Soldiers applying must meet the following qualification standards:

- a. Must be in the pay grade of E-5 through E-7.
- b. Must be qualified in at least one of the following \*MOSs:

13B, 13D, 15D, 15P, 15T, 15V, 18B, 19D, 21B, 21H, 21N, 25U, 31B, 63X, 68W, 88M, 89D, 91X, 92A, 92F
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\*In order to be considered MOS qualified, member must hold the current NCOES level commensurate with current rank and MOS. For example, to be considered qualified as a 31B or a 63W SFC, Soldier must have all BNCOC phases as a 31B and as a 63W.

- c. Have an APFT with a passing score within 60 days of the date the application was received in the HRO as tested by a trained Warrior Wellness NCO. The APFT must be certified by Warrior Wellness NCO IAW DA PAM 611-21.

- d. Must have a current physical/physical health assessment (PHA), IAW Chapter 3, AR-40-501 and meet the PULHES requirement of the MOS.

- e. Must meet height/weight standards IAW AR 600-9.

- f. Must not have any unfavorable actions pending.

- g. Must be fully eligible to possess a Secret Security Clearance.

6. A RNCO/TNCO Selection Board will meet bi-annually in order to establish a standing Order of Merit List (OML). The OML will be published and maintained by the Human Resources Office. Individuals not selected for the OML will receive a letter of notification, and their applications will be maintained for a period of 30 days and then destroyed unless picked up by the applicant. Soldiers not selected for the OML may reapply and be interviewed at the next interview board.

- a. Soldiers who were previously on the OML will be given the opportunity to re-appear before the board and compete for reconsideration.

- b. The hiring board will convene bi-annually to keep the OML current and functional.

- c. Soldiers selected for the OML may be selected to attend the Readiness or Training NCO Course, located at NGB-PEC, Little Rock, AR.

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d. Soldiers who are placed on the OML must submit a request for a security clearance to the HRO within 15 days of publication of the OML if they don't have a valid current security clearance.

e. Soldiers placed on the OML will take retention physical within 45 days of being placed on the OML, if there is not a current retention physical on file. Physicals must be submitted to HRO upon completion.

f. Soldiers placed on the OML will be selected to backfill RNCO and TNCO positions throughout the state of West Virginia within the criteria of the individual's selection addendum.

g. Soldiers selected for the OML but not hired for a RNCO/TNCO position may choose to re-interview at the next OML Board.

h. Soldiers must initial and sign (as appropriate) the election addendum and submit it along with the application. If an application is submitted without a completed and signed election addendum, it will not be considered a valid submission and cannot be certified.


7. Soldiers may be removed from the RNCO/TNCO OML for the following reasons:

- a. The Soldier submits written request to the HRO.
- b. The Soldier fails to provide complete and accurate data on application.
- c. The Soldier is unable to obtain a security clearance.
- d. Soldier has unfavorable action pending.

8. Attached is the certification sheet, interview worksheet, and final score sheet.

5 Encls

- 1. Election Addendum
- 2. Certification Score sheet
- 3. Interview Worksheet
- 4. Final Score Comparison
- 5. OML Template

  
ALLEN E. TACKETT  
Major General, WVARNG  
The Adjutant General

Election Addendum  
Readiness and Training Noncommissioned Officers

Soldiers applying for a Retention Noncommissioned Officer (RNCO) or Training Noncommissioned Officer (TNCO) position within the state of West Virginia must complete this form as part of the application. The options listed below will be in effect only during the time the Soldier is listed on the Order of Merit List (OML). **In order for this application form to be valid, place your initials by the option(s) that apply and sign below.**

I wish to be considered for the following geographical area(s):

\_\_\_ Region 1: Wheeling, Moundsville, Fairmont, Bridgeport, Clarksburg, Buckhannon, Salem

\_\_\_ Region 2: Williamstown, Parkersburg, Spencer, Weston, Gassaway, Charleston, Dunbar

\_\_\_ Region 3: Point Pleasant, Eleanor, Huntington, Kenova, Monaville, Williamson

\_\_\_ Region 4: Summersville, Lewisburg, Glen Jean, Bluefield, Welch

\_\_\_ Region 5: Morgantown, Kingwood, Keyser, Moorefield, Elkins, Martinsburg

\_\_\_ I wish to be considered for assignment state-wide.

\_\_\_ I understand that if I decline a position for the option that I have selected, I will be removed from consideration for the OML. (Initials required.)

\_\_\_ I verify that this is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Soldier's Signature and Date

# HUMAN RESOURCE OFFICE CERTIFICATION SCORE SHEET

Applicant's Name: \_\_\_\_\_

Position: Readiness NCO

	Raw Score		Weight (importance)		Score
NCOES		x	40	=	
Civilian Education		x	30	=	
Reference Check		x	20		
APFT Score		x	15	=	
NCOER - Performance		x	15	=	
PEC Course Completion (1 or 0)		x	10	=	
NCOER - Potential		x	10	=	
			Total		

Total Possible Score: 700

## Rating Scales:

### NCOES Scores:

- 0 - No NCOES
- 1 - WLC only
- 2 - BNCOC partial
- 3 - BNCOC all phases
- 4 - ANCOC partial
- 5 - ANCOC all phases

### APFT Score:

- 0 - No Go in any event
- 1 - 180-199
- 2 - 200-219
- 3 - 220-239
- 4 - 240-269
- 5 - 270-300

### Civilian Education Scores:

- 0 - No Diploma
- 1 - High School/ GED
- 2 - Some College
- 3 - Associate's Degree
- 4 - Bachelor's Degree
- 5 - Post Graduate /higher

### NCOER Performance Score: (from most recent NCOER)

- 1 - 5 Poor
- 2 - 4 Fair
- 3 - 3 Successful
- 4 - 2 Successful
- 5 - 1 Successful

### NCOER Potential Score: (from most recent NCOER)

- 1 - 5 Poor
- 2 - 4 Fair
- 3 - 3 Superior
- 4 - 2 Superior
- 5 - 1 Superior

### Reference Score:

- 0 - No positive answers
- 1 - One positive answer
- 2 - Two positive answers
- 3 - Three positive answers
- 4 - Four positive answers
- 5 - Five positive answers

Certifying Official: \_\_\_\_\_

23 February 2010

## INTERVIEW WORKSHEET

Candidate's Name: \_\_\_\_\_

Position: Readiness NCO

### Rating Scale for each Interview Question

1 = Correct

0 = Incorrect

		Score				Score
1	Awards and Decorations Question 1			21	Maintenance Question 1	
2	Question 2			22	Question 2	
3	Leadership Question 1			23	Battle Focused Question 1	
4	Question 2			24	Question 2	
5	Question 3			25	Question 3	
6	Leave and Passes Question 1			26	Train the Force Question 1	
7	Question 2			27	Question 2	
8	Military Justice Question 1			28	Question 3	
9	Question 2			29	NCOER/ERS Question 1	
10	NCO Duties Question 1			30	Question 2	
11	Question 2			31	Question 3	
12	Question 3			32	Promotions Question 1	
13	Code of Conduct Question 1			33	Question 2	
14	Question 2			34	National Guard Programs Question 1	
15	Physical Training Question 1			35	Question 2	
16	Question 2			36	Physical Security Question 1	
17	Weight Control Question 1			37	Question 2	
18	Question 2			38	Counseling Question 1	
19	Supply Economy Question 1			39	Question 2	
20	Question 2			40	Human Factor Question 1	

Questions worth 10 points each; total possible score: 400. Total correct answers x 10; Applicant's Score: \_\_\_\_\_

## FINAL SCORE COMPARISON SHEET

Position: \_\_\_\_\_

Candidate Names	Certification Score	Interview Score	Total Score	MOS	Elected Location(s)

\_\_\_\_\_  
SIGNATURE OF THE BOARD PRESIDENT

\_\_\_\_\_  
SIGNATURE OF BOARD MEMBER

\_\_\_\_\_  
SIGNATURE OF BOARD MEMBER

## ORDER OF MERIT LIST TEMPLATE

[illegible]